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10 September 1974

DDI-2657-74

MEMORANDUM FOR: Director of Central Intelligence

FROM : Deputy Director for Intelligence

SUBJECT : Activities of the DDI MAG Group,
FY 1974

1. This memorandum provides a brief report on the activities of the DDI Management Advisory Group (MAGID) during FY 1974.

2. MAGID was established in July 1973. Its basic purpose is to assist me and other managers in improving the operation of this Directorate by supplementing the established channels of communication. During the past year, MAGID has identified a number of problems worthy of management attention and suggested several solutions for these and other problems already identified by management. I emphasized at the outset that MAGID should not concern itself solely with producing papers; it should be primarily a vehicle for expanding communications between analysts and management at all levels in the Directorate.

3. Initially, MAGID's membership was comprised of eight officers, ranging in grade from GS-09 to GS-14, including two women and one black employee. I have since added two representatives of our secretarial/clerical employees who have contributed a good deal, particularly in terms of the perspective they bring to MAGID activities.

4. In my judgment MAGID is making a distinct and positive contribution to the Directorate. I find it to be a very

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effective informal channel for improving communications within the Directorate and a valuable adjunct to the total management process.

5. Two activities have served to foster MAGID's role as a communications device. MAGID meets with Paul Walsh and me approximately every six weeks to discuss either papers prepared by MAGID or general items of interest to MAGID. In addition, Paul or I host lunches each Friday with a MAGID member and two guests of his or her choice. These sessions have been extremely fruitful in giving us an opportunity both to learn first-hand the concerns of our employees and to clarify various policies and decisions of management.

6. Over the year MAGID has been involved in the preparation of 11 papers on various facets of Directorate activities. While I have not always agreed with their views, I think the net result has been a large plus.

a. We are, for example, launching in October a Directorate Orientation Course which is a direct result of a MAGID study on personnel orientation practices within the Directorate.

b. A MAGID study of communications within the Directorate was a major factor in my decision to develop the DDI Personnel Handbook as a means of ensuring that all employees are informed on all aspects of personnel and promotion policies and a variety of other kinds of general information. MAGID played a key role in the development of this handbook--reviewing draft sections from the employee's perspective and actually providing the initial draft on employee grievance procedures.


c. MAGID papers have also served as the basis of profitable discussions with office and staff chiefs on a number of key problems such as the relationship

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between production and service units within the Directorate; improving first-line supervision; and the development of a pilot program to provide opportunities for clerical personnel to move into professional ranks.

7. On balance, I am very pleased with the first year's experience of the DDI Management Advisory Group. Our exchanges have been candid and mutually profitable. MAGID has made a positive contribution to the management of the Directorate. More to the point, it has done this without, in any way, losing its independence and becoming a "tool" of management. Finally, I appreciate its value as a communications channel--both in terms of giving me a better insight into the concerns of DDI employees, and giving them an informal channel of communications which has been demonstrably effective in bringing their views to the top.


EDWARD W. PROCTOR

Deputy Director for Intelligence

STATINTL

ADDI/PVWalsh/tb (10 Sept 74)

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